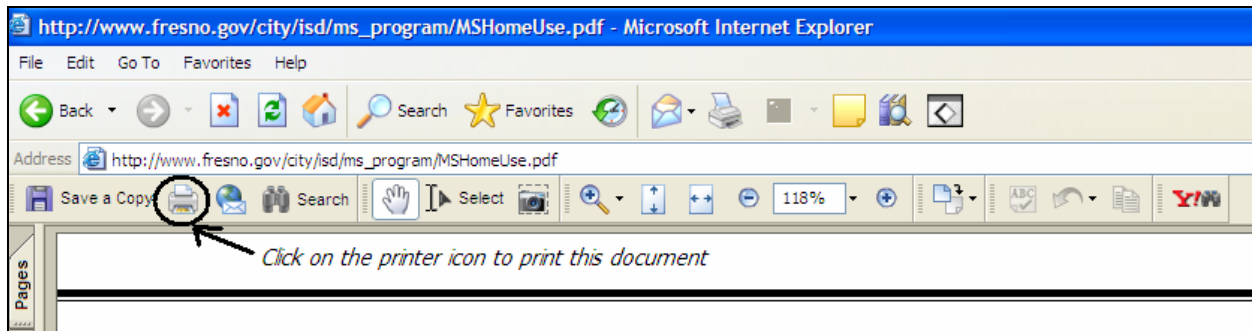


# City of Fresno

## Microsoft Office Home Use Sign-Up Instructions:

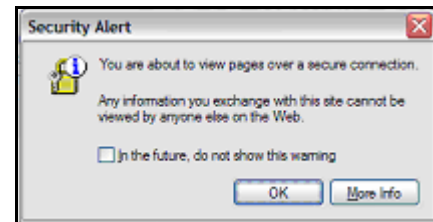
To print this document, simply press the printer icon on the toolbar of this page as shown below:



### Step 1

First, go to <https://hup.microsoft.com/>. Note: This is a secure site, so you it has the designation of https.

Since it is a secure site, you will get the Security Alert box. Simply press OK.



### Step 2

A screenshot of the Microsoft Home Use Program sign-up page. The page has a blue header with the Microsoft logo and 'Home Use Program'. Below the header are links for 'Microsoft Home', 'Common Questions', 'Contact Us', and 'Privacy'. The main content area explains that the program is for Microsoft Volume License employees. It then asks the user to 'Please tell us about yourself' and provides two dropdown menus: 'Your Country' (set to 'United States') and 'Your Language' (set to 'English'). Below these are text input fields for 'Your Work Email' (containing 'john.doe@fresno.gov') and 'Program Code' (containing 'CFF415BFBB'). A red arrow points to the email field, and a red arrow and a 'Sign In' button are next to the program code field. At the bottom, it says 'If you need technical assistance with this site, please [contact us](#)'.

The next screen will ask for information that will be used to enroll you in the program. Fill in the information as below:

**Your Country:**  
United States

**Your Language:**  
English

**Your Work Email:**  
When entering your work e-mail, enter it in the format below:

First.Last@fresno.gov

**Example:**

John.Doe@fresno.gov

**Program Code:**  
CFF415BFBB

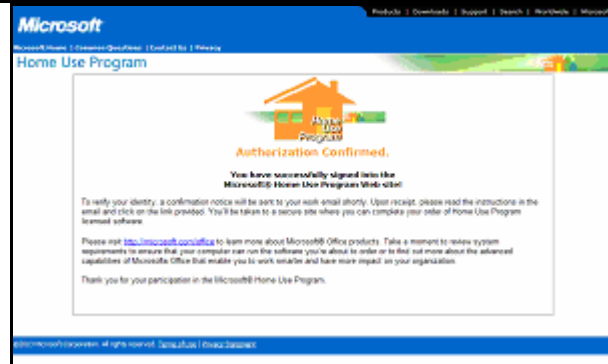
## Step 3

When you have completed entering the information, click on the Sign in Button on the lower right portion of the screen.



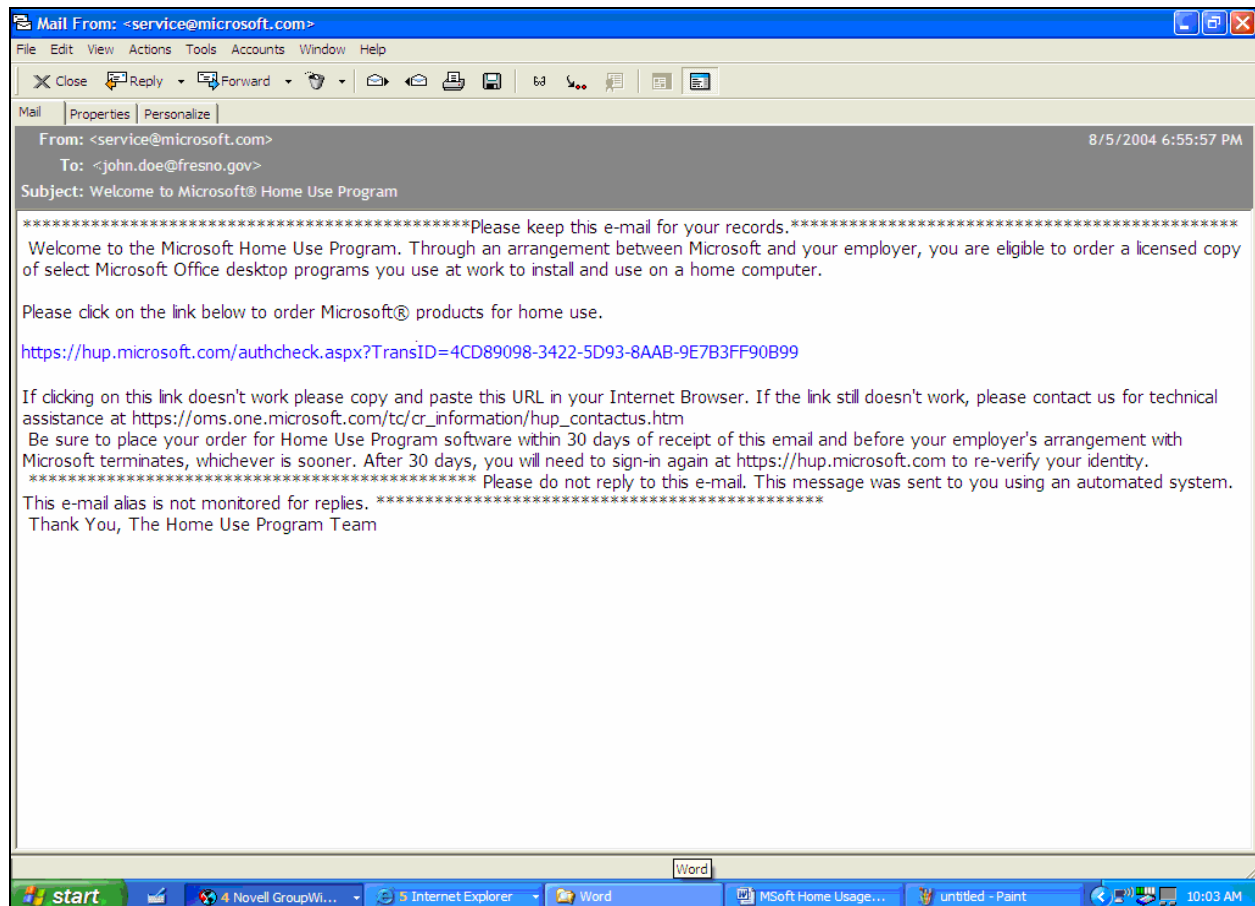
## Step 4

Next, you will get a screen that will tell you that your information will be sent to your work e-mail shortly. The e-mail will give you instructions on how to complete the process.



## Step 5

After a few minutes you will receive the following e-mail. Simply read the instructions and click on the hyperlink in the middle of the message (it should be highlighted in blue).



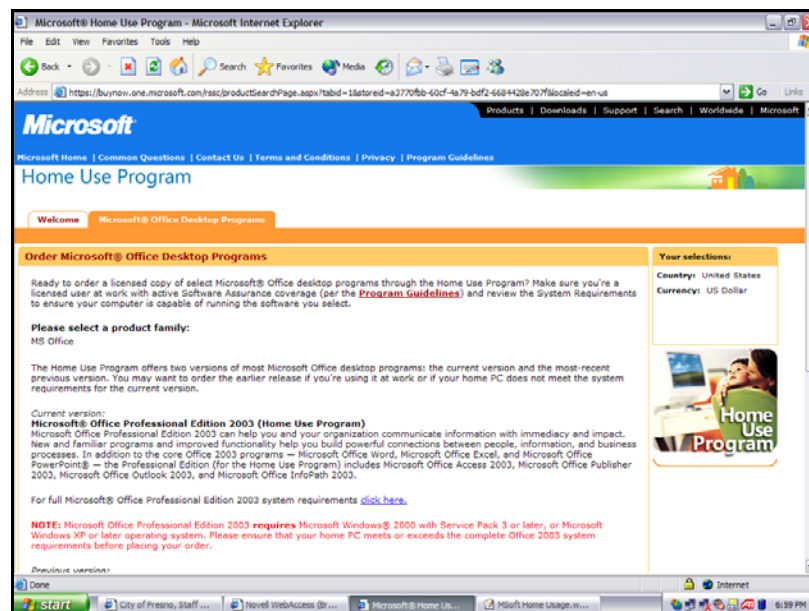
## Step 6



The next page will have two tabs on the top, a **Welcome Tab** and a **Microsoft Office Desktop Programs Tab**. Click on the **Microsoft Office Desktop Programs Tab** to continue.

## Step 7

The Microsoft Office Desktop Programs screen will appear. Scroll down to the bottom of the screen and choose the version of Office that you wish to purchase.



There are two options, Office XP and Office 2003. These are both the professional version of Office and include Word, Excel, Powerpoint, Access and Outlook.

**\*\*Microsoft Office 2003 Pro requires Microsoft Windows 2000 with Service Pack 3 or Microsoft Windows XP.**

**\*\*Microsoft Office XP requires Microsoft Windows 98 Second Edition or higher.**

For full Microsoft® Office Professional Edition 2003 system requirements [click here](#).

**NOTE:** Microsoft Office Professional Edition 2003 **requires** Microsoft Windows® 2000 with Service Pack 3 or later, or Microsoft Windows XP or later operating system. Please ensure that your home PC meets or exceeds the complete Office 2003 system requirements before placing your order.

Previous version:  
**Microsoft® Office XP Professional**  
 Microsoft Office XP Professional includes Microsoft Word 2002, Microsoft Excel 2002, Microsoft PowerPoint® 2002, Microsoft Access 2002, and Microsoft Outlook 2002.


For full Microsoft® Office XP Professional system requirements [click here](#).  
 QFP

Please select a version:  
 Office 2003

Please select a media type:  
 CD

Please select a language:  
 English

Select:	Quantity	Price:
<input checked="" type="checkbox"/>	1	19.95

 **Add**  
to Basket

## Step 8

Address <https://oms.one.microsoft.com/anonymous/msepphur397/en-us/OM/Basket/Basket.asp> Go Links

**Microsoft** All Products | Support | Search | microsoft.com Guide

 **continue shopping**

**My Basket**

Part Number	Qty.	Product Name	Price	Item Total	Remove?
269-07100	1	Office Pro 2003 Win32 English Direct CD Home Use Rights	\$19.95	\$19.95	
<b>Subtotal:</b>			<b>\$19.95</b>		

 **recalculate basket**

 **continue to customer information**

Last Updated: 6/28/2004 10:13:45 AM  
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You will then see a screen with the order details. Since there are no other options to select, click on the **continue to** button to finish the order.

## Step 9

Microsoft® Order Processing Customer Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://oms.one.microsoft.com/anonymous/msepghur397/en-us/OM/CI/CustomInfo.asp> Go Links

**Microsoft** All Products | Support | Search | microsoft.com Guide

Thank you for your interest in the Microsoft® Home Use Program.

Please fill in the information below and click "Proceed to Checkout."

continue shopping

**My Basket**

Part Number	Qty.	Product Name	Price	Item Total	Remove?
269-07100	1	Office Pro 2003 Win32 English Direct CD Home Use Rights	\$19.95	\$19.95	<input type="checkbox"/>
<b>Subtotal:</b>				<b>\$19.95</b>	

8/5/2004 7:01:03 PM

recalculate basket

**Customer Information**

**Contact Email\*** bryon.horn@cl.fresno.ca.us Microsoft® will send information about this order to this email address.

**Billing Information**

**First Name\***  **Middle Initial**  **Last Name\***

**Company**

The bill-to address must match the address on your credit card statement.

**Street Address\***  **Address 2**

javascript:fnSubmitForm("recalculate")

start City of Fresno, Staff ... Novell WebAccess (Br... Microsoft® Order Pro... MSoft Home Usage, w... 7:01 PM

The next screen will ask for your shipping address. Enter the correct address where you want the product shipped and click on the **proceed** button at the bottom of the screen:

**Process My Order:**

To enter your payment information, click "Proceed to Checkout."

Proceed to checkout

## Step 10

The final step is to enter your credit card information and to click on the **I accept** button.

**Payment Information**

**Credit Card**

Credit Card Type:

Credit Card Number:

Exp. Month:  Exp. Year:

Credit Card Holder:



**Submit Order**

You must read and accept the Home Use Program [Terms & Conditions](#) in order to complete your order. Please read the entire text due to important provisions including:

1. Your agreement to disclose private information about your order with your employer
2. Possible tax liabilities and your acceptance of financial responsibility for them
3. Your statement that you are a licensed user at your place of employment of each application you order

Confirming that the program code you used to authenticate and enter this order Web site was sent directly to you from your employer.

**LEGAL AGREEMENT:** BY CLICKING ON THE "I ACCEPT" BUTTON, you agree (1) to the [Terms and Conditions](#) and (2) that your purchase is subject to the terms that will be provided with your Home Use Program software, including licensing terms and warranty, damage and remedy.

The whole process should take about ten minutes to complete. Your software will be shipped in the next 15 days as stated in the final screen:

**My Basket**

Part Number	Qty.	Product Name	Price	Item Total
259-07100	1	Office Pro 2003 Win32 English Direct CD Home Use Rights	\$19.95	\$19.95
			<b>Subtotal:</b>	<b>\$19.95</b>
			Shipping and Handling:	\$0.00
			Estimated Tax:	\$1.57
			<b>Total:</b>	<b>\$21.52</b> <span>(USD)</span>

Your order will be shipped via: USPS Priority Mail

Your order will take approximately 15 days to ship. If you have not received your shipment within 3-4 weeks, please contact your regional customer service center from the [Contact Us](#) link below.